



P.O. Box 168025  
Sacramento, CA 95816

Providing information technology services to  
California Health and Human Services Agency Departments



Arnold Schwarzenegger,  
Governor

# JOB OPPORTUNITY

**CLASSIFICATION:**                    **STUDENT ASSISTANT  
(Two Positions)**

**POSITION LOCATION:**    **Health and Human Services Data Center (HHSDC)**  
Enterprise Services Division, Office Automation  
Office Automation

[Free Parking](#)

**SALARY:**                                **\$7.86 - \$10.46/hour**

## **Duties/Responsibilities:**

Under the general supervision of the Enterprise Services Division, Office Automation Manager, assist unit staff for all internal (Cannery) desktop support calls from the Network Operations Center. Provide desktop support (hardware, software), desktop installation, software upgrades, email support, and special support projects as required

## **Desirable Qualifications:**

- Proof of application for, or enrollment as a student in, an appropriate college or university program.
- Experience in troubleshooting hardware & software problems
- Experience in installing various software applications/programs
- Knowledge with IBM compatible PC hardware components.
- Experience using a PC with windows and software applications
- Experience using Microsoft Office Products.
- Ability and willingness to maintain good attendance and dependability.
- Willingness and ability to learn independently and quickly.
- Willingness and ability to lift and move PC monitors, printers and other PC equipment (up to 30 lbs.) with assistance if needed using appropriate tools such as carts and/or safety gear.



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### Who May Apply:

Position is open to students who are currently enrolled in a minimum of six (6) semester units with at least a 2.0 G.P.A. in any accredited college or university of good standing. Proof of enrollment and official transcripts of all prior college coursework must be provided prior to employment.

Current HHSDC students are eligible to apply.

Inquiries regarding this position may be directed to Elizabeth Brownfield (916) 454-8160

### HOW TO APPLY:

If you are not currently working for the State of California as a student assistant, please submit a CSUS Foundation application at the CSUS Foundation located at:

**Human Resources  
6000 J Street, Room 300, 3rd Floor (Bookstore Building)  
Sacramento, CA 95819**

You may access a CSUS application on their web-site: [www.foundation.csus.edu](http://www.foundation.csus.edu).

Current State of California students must submit a signed state application (STD 678) and resume to the:

**Health and Human Services Data Center  
Human Resources Branch  
Attention: CSUS 1204SES589; RPA 05-156  
P.O. Box 168025  
Sacramento, CA 95816**

Final Filing Date: Until Filled

Applicants must indicate CSUS NO. 1204SES589 and/or RPA# 05-156.

Applications and resumes sent via e-mail or fax will not be accepted.

Please visit our website at <http://www.hhsdc.ca.gov>.

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.